

Job Posting

Position: Controller

Location: 120 Skyview Ranch Drive NE, Calgary

Employee Status: Full Time

Reporting to: Board of Directors/ Executive Director

Date Available: Immediately

Application Closing Date: January 27th, 2025

Rate of Pay: To be commensurate with qualifications, training and relevant experience.

Designed to improve quality of life, the Generations Calgary campus includes designated supportive living and long-term care spaces for seniors that promote mental, physical, social and spiritual well-being. We are committed to best-in-class care for our residents and are looking for individuals to join our family. If you would like to work at our state of the art, inter-generational campus, and are committed to serving our residents with care and compassion, we invite you to keep reading below.

Position Summary

Generations is currently looking for a dedicated, motivated, and passionate individual to join our team as a Controller. The Controller will be responsible for planning, directing, and coordinating all accounting functions for the organization including a 40-unit Seniors Independent Living Complex, 120 Bed Care Complex and a Early Childhood Development Center. The role may also expand to oversee other Generations sites across Canada. You will be managing financial processes and full cycle accounting activities.

Working closely with the Executive Director and Board of Directors, you will provide accurate quantitative information on financial position, liquidity and cash flows of our business, while ensuring we're compliant with all bank covenants, tax and health authority regulations with management and the Board. You will lead continuous improvement of our financial processes and systems and improve internal controls where required.

Typical Duties and Responsibilities:

- Responsible for the timely preparation of monthly financial statements and reporting package for senior management, Board of Directors and financial institutions, ensuring that all reporting requirements are met.
- Manage all accounting transactions
- Ensure the timely closing of the accounting system and oversee the timely production, review, and distribution of monthly financial reports to site leaders, senior management and Board of Directors.
- Assist with conducting financial analyses of actual results to budget, forecast and prior periods, identify root causes for variances, work with management to develop recommendations to improve financial performance and optimize costs
- Implement and manage internal controls with respect to financial policies, processes, and procedures.
- Provide advice and guidance on all accounting matters including financial systems, record keeping, analysis, and reporting.
- Set priorities within the accounting group
- Liaise with the external auditors to complete year-end audit working papers and preparation of audited financial statements.

- Coordinate all other regulatory and financial audits.
- Responsible for all other financial reporting to various stakeholders and agencies (lenders, health authorities, WCB, regulatory bodies, etc.).
- Ensure compliance with relevant financial regulations and standards.
- Prepare and submit reports as it pertains to bank covenants and requirements
- Reinforce financial data confidentiality and conduct database backups when necessary
- Monitor service provider relationships and reporting e.g. payroll provider
- Act as a key approver and signatory in the final stages of the Accounts Payable cycle.
- Support new systems or project selections and implementation from a strategic finance and internal control perspective.
- Ensure rapid and consistent collection of receivables by proactively monitoring and refining and implementing control mechanisms.
- Oversee the processing and approval of the payroll and ensure that appropriate levels of control are in place to safeguard data
- Hire, train, mentor, and supervise accounting employees.
- Coordinate the preparation of and review annual operating and capital budgets, and monthly forecasts.
- Contribute to the development of financial strategies and long-term financial planning.
- Respond to ad-hoc requests from the ED and Board of Directors and other employees in a timely manner.

Qualifications:

- Bachelor's degree in accounting, Finance, or relevant Business Administration Degree
- Designation as Chartered Professional Accountant (CPA)
- Minimum 3 to 5 years related work experience in a Controllership position and 10+ years of commensurate experience

Experience

- Supervisory experience
- Previous experience with financial and management reporting, bookkeeping, and accounting systems
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP) and Canadian Accounting Standards for Not for-Profit Organizations.
- Experience overseeing audits performed by external audit firms
- Financial analysis, budgeting, and some strategic planning experience

Skills and Abilities

- Hands-on experience with accounting software like Sage and Advanced MS Excel skills
- Strong attention to detail and good analytical skills
- Ability to complete duties with minimal supervision
- Excellent time management and follow-up skills, able to juggle multiple tasks simultaneously, and set priorities
- A self-starter, that has initiative and foresight to anticipate needs and issues
- Ability to adapt readily to rapid and changing environment
- Applies problem solving process demonstrating critical thinking and decision-making skills
- Demonstrates ability to work together with others toward shared goals and desired outcomes



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- Demonstrates ability to effectively establish professional working relationships with various levels of management, site staff, external funding agencies and peers
- Proven interpersonal skills and the ability to communicate clearly and effectively both verbally and in writing to stakeholders internal and external to the organization
- Demonstrates ability to resolve conflict and manage stress and work pressure

As employees in a healthcare setting are at a higher risk of exposure, it is recommended that the successful applicant for this position has received up to date influenza and COVID-19 vaccinations and any required booster vaccinations, to aide in the decrease of transmission to vulnerable persons. Generations Calgary recognizes that the health and safety of our employees and residents is our priority.

NOTE: In an effort to further protect our residents as well as other employees and volunteers, Generations Calgary requires all new employees to produce a clear Vulnerable Sector Search within 6 months prior to starting work.

All interested applicants should email resumes to: hr@generationscalgary.com